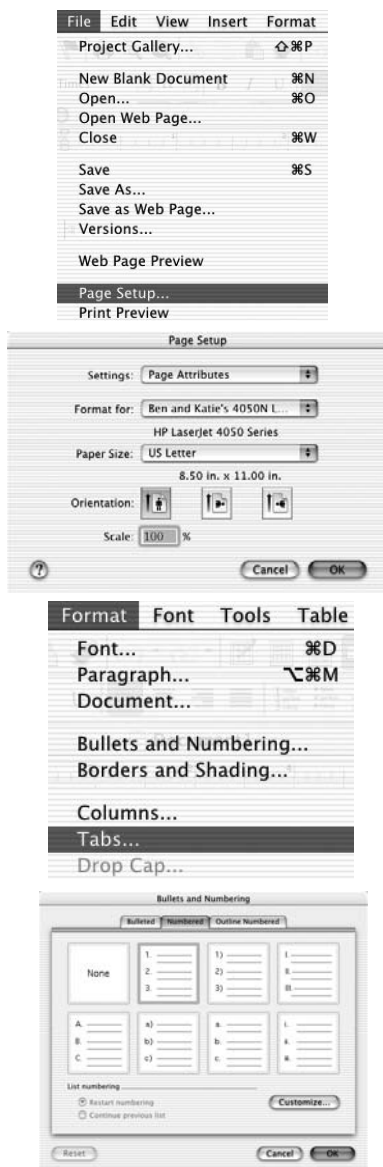


Summary

Microsoft Word allows for users to format a document so that it is easily read and understood by others. The text on a page can be formatted in such a way that the page presents information in a more organized and structured way. Formatting includes indenting text, setting margins and tab positions, and creating bulleted or numbered lists.



Quick Tip

An indent can also be changed by using the **Decrease Indent** and **Increase Indent** buttons on the *Formatting* toolbar. These buttons are usually located to the right of the **Bullets** button.

Step-by-Step Directions

Indentation

1. Place the cursor where you want the indent.
2. Press the **Tab** key to indent the text.
3. You may also press **Tab** at the beginning of a new paragraph and begin typing.

Margins

1. Click **File** on the Menu bar.
2. Click **Page Setup...**
[On a Macintosh: Select *Microsoft Word* from the *Settings* drop-down menu.]
3. Click the *Margins* tab. Change the margins. Click **OK**.

Tab

1. Click **Format** on the Menu bar.
2. Click **Tabs...**
3. Enter the tab stop position. Click **Set** to change the tab stop position. Click **OK**.

Bullets

1. Move your cursor to the line where you want the bullet points to begin.
2. Click **Format** on the Menu bar. Choose **Bullets and Numbering ...** Choose a style of bullets and click **OK**.

Numbered Lists

1. Move your cursor to the line where you want the numbered list to begin.
2. Click **Format** on the Menu bar. Choose **Bullets and Numbering ...** Click on the *Numbered* tab. Choose a style. Click **OK**.